



FORT WORTH POLICE DEPARTMENT

Date: December 1, 2020
To: Prospective Police Officer Trainee
From: M.D. Pitt, Captain
Director of Training
Subject: Grounds for Immediate Removal from the Background Process

An applicant, who demonstrates an inefficiency or lack of participation in the hiring process, which causes the investigation to be delayed or incomplete within the time frame designated by the background unit, may be removed from the hiring process. This is due to the rank order process that must be adhered to by Civil Service Rules. An applicant who places himself/herself in this category may immediately be removed from the background phase and the hiring process. The following reasons are not an all-inclusive list:

- Falsification or omission of any information on any documents submitted to the Fort Worth Police Department Background Unit shall be grounds for removal from the hiring process.
- Failure on the part of the applicant to return phones calls and/or messages left by the investigator in a timely manner shall be grounds for removal from the hiring process.
- Failure to have followed instructions in the front of the PHB causing the book to be incomplete or improperly completed shall be grounds for removal from the hiring process.

NOTE: All spaces in the Personal History Book (PHB) must be completed with the appropriate information. If a question does not apply, mark/put, "N/A". Do not leave any space blank.

- Failure to keep investigator informed of changes in the Personal History Book, such as citations received or being arrested after the PHB is turned over to the investigator shall be grounds for removal from the hiring process.
- Failure to notify the investigator of changes in employment, address, and phone number(s), which places a burden on the investigator contacting applicant, shall be grounds for removal from the hiring process.

Applicant's Initials

- Failure to provide documents requested by the investigator in a timely manner shall be grounds for removal from the hiring process.
- Failure to submit the following original documents or a certified copy of these documents, along with a color photocopy of each document at the time of the initial interview with the background investigator shall be grounds for removal from the hiring process.
 - ◆ Official Birth Certificate
 - ◆ Naturalization Papers (if applicable)
 - ◆ Driver's License
 - ◆ Social Security Card
 - ◆ Proof of Current Automobile Liability Insurance
 - ◆ Military Discharge Paper (DD214, Members 4 copy) (if applicable)
 - ◆ Official High School Diploma or G.E.D.
 - ◆ Marriage Certificate from each marriage(if applicable)
 - ◆ Divorce Papers from each divorce (if applicable)
 - ◆ Official College Degree (if applicable)
 - ◆ Official High School Transcript
 - ◆ Official College or University Transcript (from each school attended)

NOTE: High School Transcripts and College Transcripts need to be ordered prior to the return of the Personal History Book and mailed by the Institute of Higher Learning to either the appropriate Background Investigator or the Background Office.

- Failure of family or social references to return the reference letters in a timely manner shall be grounds for removal from the hiring process. (This is the applicant's responsibility to keep abreast of who has not returned the letters.)
- Failure to pass a polygraph examination
- Failure to pass an oral interview board
- Failure to pass a psychological examination
- Failure to pass a medical evaluation

APPLICANT'S PRINTED NAME

DATE

APPLICANT'S SIGNATURE